

City Academy Board of Trustees
Meeting Minutes
Wednesday, May 20, 2020

Members Present: Erik Bengtzen, Stephen Foxley, Mary Glauser, Larry Hintze, Walker Kennedy, Nathan Seim, Kelle Smart

Staff Present: Ram Prasad Boppana, Gareth Orr, Sonia Woodbury

Excused: Alyson Genovese, Taylor Woodbury

Welcome: Walker opened the meeting online at 4:20 p.m. This was a call-in virtual meeting. The information for how to call into the meeting was posted on the Utah Public Meeting website and posted at school.

Public Comment: none

Approval of Minutes: Larry made a motion to approve the March minutes as presented, Mary seconded, and all were in favor. The Board also reviewed information emailed from Sonia and Prasad in April in lieu of an April Board meeting

Open Meeting Law Training: Walker and Steven reviewed some rules. This will be continued at June meeting.

Approval of Sex Education Curriculum Materials Committee: The Board reviewed the curriculum review committee policy and procedures, and the designation of the City Academy Advisory Council (CAAC) as the review committee.

Steven made a motion to approve CAAC as the curriculum review committee and to approve the review committee procedures as presented, Kelle seconded, and all were in favor.

Approval of Sex Education Materials: This was tabled until next month so the committee could have time to review the materials.

Director's Report: Gareth reported to the Board about our distance learning endeavors during the school closure that began March 16. About 75% of our students were engaged with us and doing good work. Teachers have been doing a great job adapting curriculum and supporting student learning. We are making plans to support the other 25% going forward through June to help more of them finish the quarter.

The Board discussed the impact on students not engaged enough. The Board discussed the impact on seniors for graduation. Our Dean and others are working very hard to work with seniors and others.

Gareth reviewed the Quarter 4 grading policy that will allow for some leeway in grading. Any student set to fail a class will instead receive a No Grade and will be supported to complete the credit in June, or through remedial classes in the fall. 90% of our staff as agreed to work with students into June. They will be compensated with CARES Act funds.

The Board thanked Gareth and the teaching staff for going above and beyond during this time.

Graduation was moved to August 8 at 2:00 after collaboration with seniors, parents, and teachers.

Sonia updated the Board on student recruitment efforts which includes FB campaigns, updating our website, and other strategic efforts. Enrollment for next fall is slow right now, both for returning students and new students. We are working very hard to contact students we haven't heard from yet.

Sonia notified the Board that in order to present a balanced budget for next year there was a reduction of teaching staff. There may be concern about teacher turnover, but we are excited about a more efficient and effective staff. We have good staffing for our intended programs and student body size for next year.

Sonia reminded the Board about the need to continue fund raising efforts in order to receive the full amount possible from the \$15,625 PQE matching grant, since the pickleball tournament had to be cancelled. So far we have raised just over \$4,000.

Sonia presented and the Board reviewed the report from the mentors assigned by USBE as a part of our Comprehensive School Improvement work due to our low graduation rate.

Approval of additions to the current Fiscal Policy: Prasad presented the additions to our current fiscal policy required by the fraud-risk assessment auditor. Steven made a motion to approve the updated Fiscal Policy as presented, Erik seconded, and all were in favor. The Fraud risk assessment will be presented to the Board at our next meeting.

Approval of City Academy Technology Security Policy: The Board discussed the updated policy and the potential for new issues arising with students working at home. Nate made a motion to approve the updated Technology Security Policy as presented, Kelle seconded, and all were in favor.

Approval of Policy for Paid Time Off for Employees: The Board reviewed the policy for Paid Time Off During School Closure and Extraordinary Circumstances to allow City Academy to continue to pay employees who meet the criteria to

be paid their full salary even if they are unable to perform their work due to the extraordinary circumstances. Mary made a motion to approve the Policy for Paid Time Off under extraordinary circumstances as presented, Steven seconded, and all were in favor. Steven proposed a resolution to adopt the policy retroactively for this year, Erik seconded, and all were in favor.

Review of 2021 Budget for approval in June: Sonia presented the proposed budget for SY2021. The Board is pleased to see a proposed balanced budget for next year. The Board discussed the uncertainty in terms of student enrollment. The Board will consider an updated version of the budget in June for approval.

Financial Report: Prasad reviewed the financials. Reminded the Board about our not using restricted funds for other purposes. Prasad reported that we had our USBE audit with no issues reported.

Resolution for Material Modifications to Flexible Benefits Plan – CARES Act: Prasad discussed the City Academy Amendment for CARES Act eligible over the counter expenses. Steven proposed a resolution to adopt the Amendment, Mary seconded, and all were in favor.

Adjournment: Kelle made a motion to close the meeting, Larry seconded, and all were in favor.

Meeting adjourned at 5:05 p.m.

DATED the 20th day of May, 2020 CITY ACADEMY BOARD OF TRUSTEES

By: Sonia Woodbury

APPROVED the 17th day of June, 2020 CITY ACADEMY BOARD OF TRUSTEES

For audio file of meeting minutes click [here](#)